

**VILLAGE BOARD - MEETING MINUTES**  
**Monday, May 17, 2021 7:00pm**

**Location: Village Courthouse, 49 State St. and available via Zoom and recorded and posted to the village website.** Join Zoom Meeting with the login information below or dial 1-(646) 558-8656  
<https://us02web.zoom.us/j/83733054128?pwd=NERnVXVRUE9QYmITL3U5bWg5YzZ2UT09>  
Meeting ID: 837 3305 4128 Passcode: 730815

**All in person attendance is subject to mandatory masking and distancing requirements. No mask shall be removed unless the person is speaking, and only one speaker is permitted at a time.**

**PRESENT:** Mayor Margaret Blackman, Deputy Mayor John LaPierre, Trustee Katherine Kristansen, Trustee Annette Crane, Trustee Shawn Halquist, Public Works Superintendent Harry Donahue, Building Inspector /Code Enforcement Officer Chad Fabry, Susan Smith, Lisa Rivera French. Via Zoom: Treasurer Daniel Hendricks, Attorney Daniel Mastrella, Joan Hamlin, Chris Hamlin,

**EXCUSED:** Manager/Clerk Erica Linden, Police Chief Mark Cuzzupoli

**CALL TO ORDER:** The meeting was called to order at 7:02 pm

**MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies & our healthcare workers still on the frontline with COVID-19

**PUBLIC COMMENT:** Comments/questions will be accepted during the meeting: [mblackman@brockportny.org](mailto:mblackman@brockportny.org)  
Chat function on Zoom

**GUEST SPEAKERS:** Lisa Rivera French, request to distribute poppies for Memorial Day – The Hamlin VFW Auxiliary would like to use the village sidewalks near Main St./Erie St., on Sunday, May 23, 10 am – 2pm to distribute poppies and accept donations. They will be wearing their official shirts and masks. A sandwich sign will be placed on the sidewalk.

→ Mayor Blackman moved, Deputy Mayor LaPierre seconded, to approve the distribution of poppies for Memorial Day. Motion carried 5-0.

**CONSENSUS ITEMS:**

- Minutes 4-19-21 & 5-3-21

→ Trustee Kristansen moved, Deputy Mayor LaPierre seconded, to approve the 4-19-21 & 5-3-21 minutes. Motion carried 5-0.

- Bills Abstract 5/12/21
  - A (General Fund)           \$ 45,060.69
  - F (Water Fund)           \$ 59,856.14
  - G (Sewer Fund)           \$       6.31
  - TOTAL               \$104,923.14**

→ Trustee Halquist moved, Trustee Crane seconded, to approve the Bills Abstract. Motion carried 5-0.

**MANAGER/CLERK REPORT:**

Manager/Clerk – Erica L. Linden - excused

**DEPARTMENT REPORTS:**

Treasurer – Daniel P. Hendricks

- Mayor Blackman requested that before next month's financials are distributed to the board someone must fix the multiple pages of the financial report so that all pages are oriented correctly and come right side up. Most come out sideways and have to be individually rotated to read with is both irritating and time consuming.
- April Financials - Under the General Fund Revenues, the village received sales tax payment from the first quarter that was a little over \$460,000. With the additional payments for April and May, the village will exceed the budget estimate of \$1,747,000. The village was notified that the AIM (Aid and Incentives for Municipalities) amount will be the \$110,000 that was budgeted. The budget has been updated to bring the revenues and expenses in balance. Adjustments bring the balance of the 2020-2021 budget to about \$6,559,000. These adjustments require board approval. Funds budgeted into reserve accounts for capital transfers include DPW Equipment, Smith St Bridge, and Seymour Library Repair Reserve.

→ Trustee Kristansen moved, Trustee Crane seconded, to approve the 2020-2021 budget transfers. Motion carried 5-0.

- Budget Amendments include Street Lights Purchase, Solar Project Costs, and Federal Aid (Cares Act).

Trustee Kristansen moved, Trustee Crane seconded, to approve the 2020-2021 budget amendments. Motion carried 5-0.

- Reminder from Manager Linden – tax bills will be mailed out May 28<sup>th</sup>. Collection begins June 1. Bills due in full July 1 or in two equal installments July 1 and Aug 2. Call with questions. Please note that the reassessments that took place in 2020 will be reflected in the 2021 tax bills.

Building / Planning / Zoning / Code Enforcement – Chad H. Fabry

New builds under construction include seven houses, a couple of barns and garages. New Building & Codes

Office Coordinator Teresa Weed is doing well in her position and going to be an asset to the department. The new Code Enforcement computer program has been declined, as it did not properly transfer the data from the current program. The search for a new a new program that will work continues. Reports have been submitted to the Genesee Regional and Monroe County planning regarding development occurring in the village. Storm Water Pollution Prevention education and program survey responses are nearly completed. Annual Trash letters have been sent out to the landlords.

Police – Chief Mark T. Cuzzupoli – excused

Public Works – Harry G. Donahue

- Recommend seasonal laborer, Josh Johnson for appointment.
- Trustee Crane moved, Deputy LaPierre seconded, to appoint Josh Johnson as seasonal laborer. Motion carried 5-0.
- Hunter Morales, who was appointed to a seasonal position at the 5-3-21 meeting, accepted another job and declined the DPW position. DPW would like to readvertise to fill that seasonal position.
- Trustee Kristansen moved, Trustee Crane seconded, to readvertise for the last seasonal position. Motion carried 5-0.
- Superintendent Donahue read the following statement for the record:  
Mayor and Trustees, it has been a pleasure for me to be employed by the Village of Brockport Department of Public Works for the past 37, almost 38 years. The last 16 of them as Superintendent of the Department. Let me say that I currently have a Mayor and Village Board to work for. I really enjoy coming into work everyday and seeing what challenge lies ahead for each day. Most of you may have already heard but if not, I regret to inform you that I have decided to retire effective July 30<sup>th</sup>, 2021. I am confident that you will make a wise decision as to who takes over the department after my departure. If you would like my input on that I am willing to help you out with my replacement. Sincerely, Harry Donahue.
- Mayor Blackman moved, Deputy Mayor LaPierre seconded, to accept Superintendent Donahue's resignation effective July 30, 2021, with thanks and regrets. Motion carried 5-0.

Village Attorney – Daniel J. Mastrella, Esq.

A draft lease for Seymour Library, prepared by Atty Jim Bell, will be forwarded to the village board for their review and input.

**OLD or NEW BUSINESS:**

- Appoint part-time court clerk, Kellin Senese. Position 3 days/wk at \$17/hr.
- Trustee Kristansen moved, Trustee Halquist seconded, to appoint Kellin Senese as part-time court clerk, 3 days/wk at \$17/hr. Motion carried 5-0.
- Approve Bridging the Closure Committee members – In advance of the 2022-2023 Main St lift bridge closure, the village received 11 applicants for this committee: 4 are business owners; 5 are with SUNY Brockport as faculty, administrators (3 professors, 1 library employee, 1 head of parking services); Fayette Street resident; Susan Smith, Welcome Center BMA VP.
- Mayor Blackman moved, Trustee Kristansen seconded, to appoint these 11 applicants as Bridging the Closure Committee members. This committee will meet once a month beginning in June 2021. Invited guests are planned from the villages of Fairport and Spencerport, that have already experienced lift bridge closures and the NYDOT for updates on their plans. Motion carried 5-0.
- PlanITGeo Contract / Tree Inventory- The inventory of village trees has not been done since 2014. After much research, this program will fit the requirements of the village. Inventory is planned for the 2021 summer.
- Mayor Blackman moved, Trustee Kristansen seconded, to authorize Mayor Blackman to sign the PlanITGeo Contract for \$8,925 for inventory of village trees and \$6000 for 2 years of their software management program. Discussion that the cost is calculated by the number of trees. There are approximately 2400 trees on village property. This is a cloud-based program; however, the data will belong to the village. Motion carried 5-0.
- Event application form (simplified)
- Trustee Kristansen moved, Deputy LaPierre seconded, to approve the event application simplified form. Motion carried 5-0.
- Event requests for WC use: Hullfish Memorial- 7/24, SUNY Brockport Student Accounts Office- 5/21
- Mayor Blackman moved, Deputy LaPierre seconded, to approve the Event Applications for the Memorial for Bill Hullfish on 7/24/21 and the SUNY Brockport Staff Retreat on 5/21/21. Motion carried 5-0.
- Welcome Center Greeter – Alberta Hawken
- Mayor Blackman moved, Deputy LaPierre seconded, to appoint Alberta Hawken as Welcome Center

Greeter.  
Motion carried 5-0.

- Update on community solar. The following statement will be in the upcoming village newsletter:

Brockport residents received their first letter a few weeks ago announcing Community Choice Solar and discussing Community Choice Electricity Supply through the Village's participation in Finger Lakes Community Choice. This first of its kind partnership with a power utility (National Grid) in NYS, will bring solar power to all eligible residents, small businesses, and houses of workshop in the Villages of Brockport, Lima, and Honeoye Falls. For our Community Choice Solar Program, no separate individual contract with a solar company is required and participants will only receive their regular utility bill showing the solar credits applied. Another positive feature of Finger Lakes Community Choice is its Giving Back program. For each village participant in the community solar program, \$50 will be allocated to a local sustainability project.

Please watch for a letter, on Village letterhead, with more information regarding the Community Choice Electricity Supply and Community Choice Solar offerings. The letter will only be mailed to eligible customers and will explain program choices. While those eligible will be automatically enrolled in the offerings unless they take action, your participation is up to you. If eligible, you will have the option to opt out of one, both, or neither program offering before the program launches. One reason why you may be ineligible is if you have your own solar panels or if you chose to remain with a solar provider, you have previously contracted with. To check your eligibility: <http://www.jouleassets.outgrow.us/FLCC>

We expect the community solar to be up and running by September, but these projects can experience delays. We will notify you if such delays occur. Remember, questions can be directed to our local program managers at Roctricity, 585-244-0244

- Hawking/Soliciting permits – review decision to allow permits?
- Deputy Mayor moved, Trustee Crane seconded, to allow Hawking/Soliciting permits to resume with additional requirements that each solicitor to provide proof of COVID -19 vaccination when submitting the application and wear a face mask when going door to door. Motion carried 5-0.
- High School Art Contest / Phebe the Mule. "This is Brockport" design, 1 or more artists. Artists are invited to submit a plan drawing. The submission deadline is June 10. The announcement of winner July 15<sup>th</sup> at the opening Summer Serenades event.
- Memorial Day Events – The annual events at the Brockport Middle School will be on May 27, 7:30 am and the Vets Club, 122 West Ave on May 29, 10am.

#### **VILLAGE BOARD ANNOUNCEMENTS:**

- May 24 Workshop with GreenSpark Solar to discuss solar array/electric energy costs. Expected to attend are representatives from the Seymour Library and Fire district. Village Treasurer Dan Hendricks will also be attending.
- June 28 Workshop with Matt Ingalls for strategic planning regarding the American Rescue Act Funds. These sizeable funds will be distributed in 2 installments, one in 2021 and the other in 2022.
- Canal is being dewatered to winter levels due to a couple of residences on Erie St that is having leakage on their property. Sheet pile will be inserted to shore up the canal wall. Working 7 am – 7 pm, beginning on Thursday, May 20<sup>th</sup>, repairs and the water up process will likely be complete in 2 weeks, June 3<sup>rd</sup>.
- Streetlights LED installation has been delayed. Update coming soon.

#### **ADJOURNMENT:**

- Trustee Kristansen moved, Deputy Mayor LaPierre seconded, to adjourn the regular meeting at 8:14 pm. Motion carried 5-0.

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Erica Linden, Village Manager